

## Test Administrator Directions MEAP Online Social Studies Test 6<sup>th</sup> and 9<sup>th</sup> Grades 2012

This *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual* contains detailed instructions specific to the administration of the online MEAP Social Studies test for both 6<sup>th</sup> and 9<sup>th</sup> grade students. Additional information that applies to both the online and paper-and-pencil test modes can be found in the grade appropriate *MEAP Test Administration Manual Fall 2012* as well as the *BAA Assessment Integrity Guide*. All three documents should be reviewed prior to the test administration by test administrators and proctors and may be downloaded from the MEAP website at [www.michigan.gov/meap](http://www.michigan.gov/meap).

It is particularly important to understand the difference between helping students understand test directions and helping them with their responses. With the exception of helping students logon to MIST™ and the online Social Studies test, assisting with technical difficulties, making sure students understand directions, and implementing any approved accommodations, test administrators and proctors **may not give help of any kind** to students during this test. This includes defining or pronouncing words and reading aloud any part of the test not specifically allowed in these directions. These activities are not appropriate and will result in test scores being invalidated.

### MEAP Online Social Studies Test

#### Materials Needed by Test Administrator:

- *Fall 2012 MEAP Online Social Studies Pilot Test Administration Manual*
- Access to the MIST Test Administrator web

#### Materials Needed by Students:

- Student Test Tickets (if students are logging into the workstations themselves)
- Non-Social Studies related personal reading material (optional)

All MEAP tests, including the online versions, are secure material and must be treated as such. Only testing students may have access to the test items and their responses. Test sessions must be paused or submitted prior to a student leaving his or her workstation.

Additional cautions regarding what is and is not permissible in the testing room include:

- During the test administration, students may not access or use the computer for any purpose other than taking the Fall 2012 MEAP Online Social Studies Test. Using the computer or accessing any application except the MIST™ application, the test delivery system, before starting the test or after submitting the test is prohibited behavior.
- The use of scratch paper, writing utensils, or other resources not listed above is not allowed unless specified as an assessment accommodation.
- Students are **not** allowed to use dictionaries, calculators, or other reference materials during any part of this test.
- All electronic devices, including cell phones and media players like iPods®, must be turned off and put away for the duration of the testing session.
- Students are **not allowed** to have food, drinks, or snacks at their workstations during the test.
  - If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Students may bring **non-social studies related** reading material into the testing room for use after completing the test.
  - The reading material must be safely stored on the floor while taking the test.
  - The assessment must be successfully submitted and the submission verified by the test administrator before the student may access the personal reading material.

Note: The BAA recommends all students be provided the opportunity to take the Student Practice Test prior to being administered the live Fall 2012 MEAP Online Social Studies Assessment.

# MEAP 2012 Online Social Studies Test Administer Directions

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## Test Length

This test should be administered in the order listed below. The test is **untimed** and student-paced. Students **must** be given as much time as needed during the same continuous session to complete each section of this test. Arrangements should be made **before testing begins** for any student who may need additional time to complete a part of the test. For the online test, each part is defined as a separate test requiring students to log into each test with a test- or part-specific password.

For planning purposes, the following times are recommended for each test session:

Part 1 .....6<sup>th</sup> grade - 40 minutes / 9<sup>th</sup> grade - 50 minutes (approximately)  
Part 2 .....6<sup>th</sup> and 9<sup>th</sup> grades - 40 minutes (approximately)

Additional time is necessary to log students onto MIST™, complete class/roster code information (if used), read test directions to students, and answer questions. Please note, these time estimates are based on the paper-and-pencil version of the social studies assessments.

## Directions

Text printed in the shaded boxes and preceded by the word **SAY** are instructions to students and are to be read aloud **exactly as they are written**. Pause periodically to make sure students understand these directions and answer questions about test directions as necessary. When referring to a particular screen in MIST™, circulate throughout the testing room and ensure students are in the correct place.

The directions for the 6<sup>th</sup> and 9<sup>th</sup> grade online Social Studies tests are the same. There are places below where test administrators will need to insert grade 6 or 9 where appropriate. In addition, the directions for Parts 1 and 2 are the same. Test administrators will need to insert the correct part number when delivering directions. Please remember Part 1 must be administered prior to Part 2 (you may refer to the *Fall 2012 MEAP Test Administrator Manual* for exceptions due to absence or tardiness).

## Beginning the MEAP Online Social Studies Test

Schools have two basic options for assigning students to workstations and logging them onto MIST™.

- Test administrators can pre-assign students to workstations and log each student onto MIST™ prior to the students entering the testing room.
- Test administrators can print off and distribute Student Test Tickets and walk students through the login process.

The district and school MEAP coordinators will provide specific directions for the option chosen for your students.

Assist students in finding seats and logging onto MIST™.

- Remind students they are not to access or use the computer at any time while in the testing room for any purpose other than taking the online social studies test.
- Direct students to stop and wait for further directions once they reach the Confirm screen.
- Remind students to put away all other materials, including scrap paper, writing utensils, dictionaries, calculators, and other reference materials that may not be used during this test.
- No additional materials, including paper, may be used unless specified as an assessment accommodation.
- Students are not allowed to have food, drinks, or snacks on their workstations during the test. If a student must have any of these items due to medical reasons during the test, the items must be stored away from the test surface (under seats, on the floor, etc.).
- Ensure all electronic devices are turned off and put away.
- Let students know they must keep the optional non-social studies related reading material on the floor until their tests have been successfully submitted.

Note: If being used, the Student Test Tickets must be collected after students have successfully logged in.

# MEAP 2012 Online Social Studies Test Administer Directions

**SAY:** We are about to begin Part \_\_\_\_ of the Grade \_\_\_\_ MEAP Online Social Studies test. Do not click the **Confirm** button until told to do so.

During this test, you must turn off and put away all electronic devices, including cell phones and media players like iPods®. You may not use a calculator, dictionary, or other reference material on this test. You do not need any special materials for this test so any items you brought into this room should be stored safely on the floor. You may not use your computer for any reason other than for taking this test.

Look at your computer screen and make sure your name is next to the word Student. Also verify you are logged onto the Fall 2012 MEAP Grade \_\_\_\_ Social Studies Online Test Part \_\_\_\_ using the Online form.

If any of this information is incorrect, please raise your hand for assistance.

Make sure each student is properly logged into MIST™ as themselves and for the correct grade and part of the online Social Studies test. Once this verification is complete, test administration may proceed.

**SAY:** Please click the **CONFIRM** button.

You should now see a full sized screen with Fall 2012 Grade \_\_\_\_ Social Studies - Online Part \_\_\_\_\_. If you do not see this, please raise your hand.

Help any students who require assistance.

**SAY:** Please click the **START** button.

## For Part 1 only – Class/Group Code Screen:

The Class/Group Code is an optional field.

- If your school or district has made the decision to use the Class/Group Code, post the number so that all students can see it (e.g., on a whiteboard, smartboard, etc.) and read the **Say 1** directions for the Class/Group Code Screen.
- If the assigned Class/Group Code is fewer than 4 digits, fill in with leading zeros.
- If your school or district is not using the Class/Group Code, please skip to the **Say 2** directions for the Class/Group Code Screen.

If your school or district **is** using the Class/Group Code, read the following directions:

**SAY:** You should now be on the Class/Group Code screen. I have written the number for you to use to complete this screen. Please type the number in the Answer Box exactly as written and click **NEXT**.  
**1**

**Or,** if your school or district is **not** using the Class/Group Code, read the following directions.

**SAY:** You should now be on the Class/Group Code screen. We will not be entering this information. Please click **NEXT**.  
**2**

Resume directions for all parts of the test.

**SAY:** You should now be at the **Directions for Using MIST** screen. Please raise your hand if you do not see this screen.

# MEAP 2012 Online Social Studies Test Administer Directions

Assist students in getting to the **Directions for Using MIST** screen.

**SAY:** Please read this screen silently to yourself, while I read it aloud.

You will be presented with a number of multiple-choice questions. Read each question and choose the best answer. If you cannot see the entire question and all four answer choices on your computer screen, then use the **scroll bar** to move up and down. The scroll bar is located on the right side of your screen.

Click the **zoom** buttons in the upper right corner of your screen to zoom in or out. The magnifying glass with the plus sign zooms in (makes the text bigger). The magnifying glass with the minus sign zooms out (makes the text smaller).

Clicking the **zoom in** button makes a **scroll bar** appear at the bottom of your screen. You may use this scroll bar to move right and left.

Click the **flag** button if you would like to mark a question to return to later.

Click the **REVIEW** button in the lower left corner of your computer screen if you would like to review your test. The **REVIEW** button will take you to the **Review Your Items** screen where you can see a list of all items or questions, unanswered questions, and flagged questions. You can go directly to a question by selecting the question and clicking on the **GO TO ITEM** button on the lower left corner of the **Review Your Items** screen.

Allow students to practice with the tools and answer any questions about the tools or how to use MIST™.

**SAY:** Please click **NEXT**. You should now be on the **PART \_\_ DIRECTIONS** screen.

Make sure students are on the correct screen. Assist as needed.

**SAY:** During this test, I can help you understand the directions, but I cannot give you any help on the test items or questions. Except for the directions, I cannot define or pronounce words or read any part of the test to you.

Read these directions silently while I read them aloud.

## **DIRECTIONS:**

In this part, you will answer multiple-choice social studies questions. Some questions will ask you to read a passage, map, or other social studies-related information. Use that information with what you know to answer the question.

If you are not sure of an answer, select your **best** choice.

A sample question is provided for you below.

## **Sample Multiple-Choice Question:**

Which economic activity is **most** important in Florida today?

- A** logging
- B** trapping
- C** growing potatoes and apples
- D** growing grapefruits and oranges

## MEAP 2012 Online Social Studies Test Administer Directions

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For this sample question, the correct answer is **D**.

Once you have reached the **FINISH** button, you have come to the end of the test. If you finish early, you may go back and check your work. Check to make sure that you have answered every question.

This is the end of the directions displayed to students. Continue with,

**SAY:** If you do not understand any of these directions, please raise your hand.

Answer any questions students have regarding directions.

**SAY:** You may click **NEXT** and begin.

When all or most of the students have completed this part of the test,

**SAY:** We are going to stop now. If you have not completed this part of the test, arrangements will be made for you to continue working until you are finished. Please raise your hand if you are not done with your test.

Pause the tests of any students who have not completed testing and follow your school's directions to ensure they **immediately** finish the test.

If used, ensure **all** Student Test Tickets have been collected. These should be treated as secure testing material and kept in locked storage until they are securely destroyed.

Students may not be dismissed until it is verified that all tests have been paused or submitted and all Student Test Tickets, if used, have been collected.

Remember, the MEAP Social Studies assessment is a two part test administered as two separate tests in MIST. Both parts of the test must be administered for a complete score. Follow the testing schedule provided by your school. The test directions provided above are to be used for both parts of the test.